

Executive Secretary: Duties to include secretarial, clerical and accounting responsibilities. Primary duties will include providing secretarial assistance to the executive director and responsibility for fiscal operations in the office. Additional duties will include providing administrative assistance to attorneys and program staff and other duties as assigned by the executive director. Prior legal secretarial experience preferred. Prior accounting experience required. Prior experience in a prosecuting attorney's office preferred. Must be motivated, self-starter and able to multi-task. Salary commensurate with experience.

Interested Applicants should sent a cover letter and resume to the Missouri Office of Prosecution Services, 200 Madison Street, Jefferson City, MO 65102. Any questions should be directed to Richard Ferrari, Director of Programs, (573) 751-0619.